

## Web Mail

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Accessing your email away from your desk has never been easier. Your Messenger mail is always available, all you need is internet access. For security reasons you will need Netscape Communicator 4.7 w/ 128-bit encryption (or an equivalent program such as Microsoft Internet Explorer) loaded on the machine that you wish to use for access. A licenced copy of the software is available from Computer Services.

You can remotely access the messenger server through the following link:

<https://ssmcmmail.nems.noaa.gov>

### **Logging into web mail**

Log into your internet service provider (ISP) to gain internet access. In the address/location (URL) field enter <https://ssmcmmail.nems.noaa.gov>. Type your user name (firstname.lastname) and your password then click Login to access your mail.

The web mail screen is different than your office version, but has most of the basic functionality. Everything you need to navigate through your email is within the messenger page area.

### **Navigating the web mail screen**

There are four navigational elements to the Web Mail screen: Folders, Inbox, Messages and Options.

Clicking Folders allows you to see the folders that you have created on the mail server. From here you can open folders to view stored mail messages. Although the browser identifies the folders as personal folders, you cannot access your folders stored on the local mail server from the web.

At any time while in the Web Mail you can click Inbox to return to your Inbox messages. Note that this is useful for returning to the inbox view of your messages from an individual message. Using the browsers back button will only return you to the login screen.

Clicking Message will return you to the last message that you viewed, or if you are at the beginning of you web mail session it will open message most recently received.

### **Reading web mail**

To see a message, click the message Subject and new page will load with the message header, body and links to any attachments.

### **Viewing, Opening & Saving Attachments**

Note that there are differences in the use of attachments between Netscape Navigator and Microsoft Explore.

In Netscape Navigator, click the file name. A dialog box appears which gives you the option of opening or saving the attachment. If you should choose "Open It," Navigator

interprets the file name extension and attempt to find the appropriate application to associate with the file. In order to Open the attachment, you must have the application that the file was created in loaded on the local machine. For example, if the attachment was originally created in Microsoft Word (.doc), the attachment filter recognizes this and makes an attempt to launch the Word application and then open the attached file. If the application is not loaded, your only option is to Save the file for later use. To save an attachment in Navigator, click the file name and select Save it to a disk. You will see a Save As... dialog box where you would indicate the location to save the file and then click save to complete the action.

To view an attachment in Microsoft Explorer, simply click the file name and the browser automatically converts readable text and graphics to HTML and makes it available through the browser window. To save an attachment in Explorer, right click the file name and choose Save Target As. Then select the location to save the file and click Save to complete the actions.

### **Composing a New Message**

Message composition is the same in both Netscape Navigator and Microsoft Explorer. To compose a new message, select Compose from Messenger Button Bar. This will launch a new window which contains all the fields you will need to begin composing your message.

### **Addressing your message**

You have access to the NOAA Directory even when you are on the road. You do not, however, have access to your Personal Address Book.

To look up an address, click the Address icon on the button bar. This launches a separate window which allows you to search for specific names. You can be as broad or as specific in your search criteria as you like. If you type the name Mike, you will receive a list of all "Mike"s in the NOAA Directory. Once you click Search, a list of matches is displayed. To select a recipient click the checkbox to the left of the name and then select how you would like to address the recipient, i.e. to To, Cc, or Bcc. After addressing your message, type a Subject, and then begin composing the body of the message.

### **Attaching file**

To attach a file, click the Attach icon on the button bar, and then either type the path and file name, or click Browse to choose the file location and file. Once you have selected the file, click attach to complete the action. You must repeat this process for each file that you wish to attach.

Once you have completed your message, click send to complete the action or save draft to return to it at a later time.